

Addendum to the Grades 6, 7, and 8 Examiner's Manual for the Spring 2018 Non-Writing Standards of Learning Tests

This Addendum replaces the following Sections of the Grades 6, 7, and 8 Examiner's Manual:

Section 5.4—Directions for Administering the Spring 2018 Online Grades 6 and 7 *Mathematics* CAT Including Grades 6 and 7 Plain English *Mathematics* CAT

Section 5.4.1—Monitoring the Test and Answering Student Questions

Section 5.4.2—Examiner/Proctor Directions for Submitting the Test

Note: This document only replaces sections 5.4, 5.4.1, and 5.4.2 of the *Grades 6, 7, and 8 Examiner's Manual for the Spring 2018 Non-Writing Standards of Learning Tests*. The Examiner/Proctor must refer to the *Grades 6, 7, and 8 Examiner's Manual* for all other information, guidance, procedures, and responsibilities required to be followed in order to administer the Grades 6 and 7 *Mathematics* CATs.

5.4 Directions for Administering the Spring 2018 Online Grades 6 and 7 *Mathematics*CAT Including Grades 6 and 7 Plain English *Mathematics* CAT

◆ DIRECTIONS FOR ALL ONLINE GRADES 6 AND 7 MATHEMATICS CAT (INCLUDING PLAIN ENGLISH MATHEMATICS) START HERE ◆

BREAK AND SEAL CODE

- The Grades 6 and 7 *Mathematics* CAT and the Grades 6 and 7 Plain English *Mathematics* CAT have a non-calculator portion in which the students **may not** use a calculator, and a calculator portion in which the students **may** use an approved scientific calculator. The non-calculator portion is administered first.
- Students may be given an individual break after the non-calculator portion is completed and the student's workstation screen shows Section 3 with a message instructing the student to raise his/ her hand.
- After the student receives the approved calculator, the student will enter a Seal Code provided by the Examiner and select the *Start* button to enter the calculator portion.
- Students must complete the *Mathematics* test (both portions) in one school day.

Once students and the Test Examiner enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop. Check the test room to ensure it has been prepared for testing as described in Section 4.5.

NOTE: The testing directions may be modified for students who do not enter their answers into TestNav themselves. Such students indicate their answers in a different way (verbally, by pointing) according to the testing accommodations specified in their IEPs, 504 Plans or EL Assessment Participation Plans. Examiners may modify the testing directions to reflect the accommodation. For example, the direction for using the pointer tool to select the answer may be modified to "point to the answer" or "say your answer," or the directions pertaining to navigation may be modified to "tell me when you want to go to the next question." Refer to Appendix B for the requirements for administering tests with accommodations.

SAY Today you will be taking the Grade [6 or 7] Mathematics test.

Please check your work area. You should only have the materials that are allowed for this test. Cell phones and devices that can transmit, receive, photograph, or record information must be removed during all tests.

Examiners must ensure that unauthorized materials (backpacks, books, papers, cell phones, electronic devices, etc.) have been removed from the students' work area and are inaccessible to students. Refer to Sections 4.4.2 and 4.4.3 for details.

SAY I am going to give each of you your Student Testing Ticket and scratch paper. Do not do anything until I tell you what to do.

Distribute Student Testing Tickets and approved test materials, as listed in Section 4.9, to the students. Ensure the name on the Student Testing Ticket matches the student who receives it. If students, within a test session or in the school, have the same first and last names, the testing student's identity, test assignment, and testing ticket must be verified before test log in. The materials may be handed out singly

or as a "kit." Remember, all scratch paper distributed, whether used or not, must be accounted for and returned to the STC at the end of testing.

SAY An online formula sheet is available, but if you would like to use a paper formula sheet, please raise your hand.

Distribute formula sheets to the appropriate students. Ensure the formula sheet distributed to the student matches the student's test.

SAY Please look at the Student Testing Ticket you received. Raise your hand if your name is not on the test ticket.

Pause. Ensure all students have their specific testing tickets. You may instruct students to sign their test tickets and enter their testing device ID if directed to do so by the STC. For example:

[After you have verified the ticket is yours, sign the ticket and enter your testing device ID.]

Login Information

You may <u>skip</u> the following directions if the Virginia TestNav sign in screen is displayed on the testing devices' screens when the students enter the room.

SAY Select the TestNav app on your testing device.

The TestNav Sign In box will appear on your screen.

Examiners may assist the students with locating the TestNav 8 app on their testing device.

Students should see the following Virginia Sign In screen before proceeding. Please stop and ask the STC for assistance if a different screen appears.



Read for all online Audio tests only

You may skip the following directions if the volume has been set for the student's testing computer/device.

SAY In the TestNav Sign In box, locate the Test Audio link to the right of the Sign In button. When I tell you to do so, put on your headphones and select this link. You should hear a "ringing bell." Use this sound to set a comfortable volume for your headphones. When you have finished setting the volume, take off your headphones. If you need assistance, please raise your hand.

Now, put on your headphones and set the volume.

When students have finished setting the volume for their audio tests, ensure they have removed their headphones and continue with the Sign In process.

SAY Enter your username and password into the Sign In screen exactly as they appear on your test ticket.

Then select the Sign In button. Do not do anything else until I tell you what to do.

Pause while students locate their sign in information from their test tickets and type it into the fields on the testing device.

Assist students who are having problems with the sign in process. Ensure that students are entering their username and password exactly as they appear on their Student Testing Tickets. When all students have signed in, continue with the directions below.

SAY Listen carefully as I read the directions for taking the test.

Your screen should say: "Welcome." and lists your name. If the name appearing on your screen is not yours, raise your hand.

All students should verify their name appears on the screen. Examiners should verify that the student name on the student's testing device's screen matches the student sitting at the workstation. Notify the STC immediately if the student and the name on the screen do not match.

SAY Select the Start button. (Pause for students to access the next screen.)

A screen appears listing Section 1. On this screen, select the *Start* button. (Pause for students to access the first test sample screen. Only the sample items are in Section 1. Section 2 contains the live test questions of the non-calculator portion.)

The Sample A item should appear on your screen.

- ⇒ Grade 6 Mathematics CAT (Including Plain English) Directions Continue on Page 4 ⇒
- ⇒ Grade 7 Mathematics CAT (Including Plain English) Directions Continue on Page 6 ⇒

Grade 6 Mathematics CAT (Including Plain English)

SAY Read the first sample to yourself as I read it aloud: "The first four terms of a sequence are shown. 9, 12, 15, 18. What is the next term in this sequence? (A) 21... (B) 27... (C) 33... (D) 54." Select the best answer.

Wait for students to select their response.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "A." Select the letter "A."

The tools you can use for this test are on the toolbar at the top of your screen. The Pointer tool must be used to select your answers for all questions.

Make sure students have been provided the appropriate authorized materials as outlined in Section 4.9.

SAY Look at the far right of the screen and locate the Exhibit tool . Select the Exhibit icon to open the formula sheet.

Pause while the students select the icon. Examiners/Proctors may assist students locating the Exhibit icon.

SAY Now close the Exhibit window by selecting the little "X" in the corner of the Exhibit window. You may open and close this window whenever you want.

Pause while the students close the Exhibit window.

SAY Some questions may have a drawing interaction tool located to the right of the test item. You may use this tool to help determine the answer to the question.

In this test, you <u>must</u> provide a response for every test question. Once you provide a response to the question, the *Right Navigation Arrow* will activate. Selecting the *Right Arrow* takes you to the next question. Remember, you <u>cannot</u> go back to any previously answered questions.

Select the Right Arrow to view the second sample. (Pause.)

SAY You will notice that this question is not a multiple-choice question.

For this item, you must $\underline{\text{type}}$ your answer in an answer box. If you select a letter, number, or symbol that cannot be used in your answer, a message will appear on the screen that states, "You cannot use that character."

Notice that directions to these types of questions are at the top of the screen. The directions contain information on how to answer the question and may include specific information on how to represent your answer. Always read the directions before answering the question.

⇒ DIRECTIONS CONTINUE ON NEXT PAGE **⇒**

Grade 6 Mathematics CAT (Including Plain English), Continued

SAY Now, read the directions and question to yourself as I read them aloud: "Directions: Type your answer in the box. Use the forward slash [/] for the fraction bar."

"What is the value of the fraction with numerator, two squared minus 1, and denominator 2? Your answer must be in the form of an improper fraction."

Pause while students type in their answer. For all fill-in-the blank test questions, if a student cannot enter a letter, number, or symbol into the answer box, then the character is not allowable for the particular question.

SAY What answer did you enter in the box?

Pause for answers.

SAY The correct answer is "three halves" [3/2]. Are there any questions on how to enter an answer?

Answer only questions related to the mechanics of indicating a response or navigating on the screen. Examiners/Proctors must not answer any questions pertaining to the content of the test item.

⇒ DIRECTIONS CONTINUE ON PAGE 8 **⇒**

Grade 7 Mathematics CAT (Including Plain English)

SAY Read the first sample to yourself as I read it aloud: "What is the solution to, 2 "x" equals 6?

(A) "x" equals 3 [x=3]... (B) "x" equals 4 [x=4]... (C) "x" equals 8 [x=8]... (D) "x" equals 12 [x=12]...." Select the best answer.

Wait for students to select their response.

SAY Which answer did you choose?

Pause for replies.

The best answer is "A." Select the letter "A."

The tools you can use for this test are on the toolbar at the top of your screen. The Pointer tool must be used to select your answers for all questions.

Make sure students have been provided the appropriate authorized materials as outlined in Section 4.9.

SAY Look at the far right of the screen and locate the Exhibit tool . Select the Exhibit icon to open the formula sheet.

Pause while the students select the icon. Examiners/Proctors may assist students locating the Exhibit icon.

SAY Now close the Exhibit window by selecting the little "X" in the corner of the Exhibit window. You may open and close this window whenever you want.

Pause while the students close the Exhibit window.

SAY Some questions may have a drawing interaction tool located to the right of the test item. You may use this tool to help determine the answer to the question.

In this test, you <u>must</u> provide a response for every test question. Once you provide a response to the question, the *Right Navigation Arrow* will activate. Selecting the *Right Arrow* takes you to the next question. Remember, you <u>cannot</u> go back to any previously answered questions.

Select the Right Arrow to view the second sample. (Pause.)

SAY You will notice that this question is not a multiple-choice question.

For this item, you must <u>type</u> your answer in an answer box. If you select a letter, number, or symbol that cannot be used in your answer, a message will appear on the screen that states, "You cannot use that character."

⇒ DIRECTIONS CONTINUE ON NEXT PAGE **⇒**

Grade 7 Mathematics CAT (Including Plain English), Continued

SAY Notice that directions to these types of questions are at the top of the screen. The directions contain information on how to answer the question and may include specific information on how to represent your answer. Always read the directions before answering the question.

Now, read the directions and question to yourself as I read them aloud: "Directions: Type your answer in the box."

"Stephanie ran 3 miles in 30 minutes. At this rate, what is the total number of minutes it will take Stephanie to run 2 miles?"

Pause while students type in their answer. For all fill-in-the-blank test questions, if a student cannot enter a letter, number or symbol into the answer box, then the character is not allowable for the particular question.

SAY What answer did you enter in the box?

Pause for answers.

SAY The correct answer is "20."

Are there any questions on how to enter an answer?

Answer only questions related to the mechanics of indicating a response or navigating on the screen. Examiners/Proctors must not answer any questions pertaining to the content of the test item.

⇒ DIRECTIONS CONTINUE ON PAGE 8 **⇒**

SAY Select the Right Arrow to enter the End of Section 1 screen.

On this screen, select the *Submit* button. You should see the Section Exit Warning screen. Select Yes. The next screen should display Section 2.

Answer all the questions on this portion of the test, but do not spend too much time on any one question. Use your scratch paper and the tools displayed on the screen at any time; however, you may NOT hold anything up to or over the screen.

This test has two portions, a non-calculator portion and a calculator portion. At the end of the non-calculator portion, you should see the End of Section 2 screen. Select *Submit*. The next screen should display Section 3. This screen directs you to raise your hand. Once you raise your hand, I will give you a scientific calculator. Are there any questions?

Pause. Answer only questions related to the mechanics of selecting a response or navigating on the screen.

SAY Remember, you must do your own work. At <u>no</u> time may you discuss, or share, by any means, the questions on the test with anyone.

Pause.

- → (♠) Audio Test Directions Continue on Page 9 →
- SAY Raise your hand if you have a problem during the test. On this screen, select the *Start Section* button. You may start working.
 - DIRECTIONS FOR THE TRANSITION TO THE CALCULATOR PORTION START ON PAGE 10 →

Read for all online Audio tests •

SAY On each test item an audio player will appear on the screen. The audio player will play the audio track for the test question. Use the audio player to control the audio track and adjust the volume and speed. You must select the forward arrow to begin the audio. Select the *Start* button to enter Section 2 and the first test item.

Pause for students to access the first question of the test.

SAY Be sure you can locate the audio player. If you do not see the audio player, raise your hand.

If the audio player is not visible on the first item, ask the STC for assistance. If the students' audio players are visible on the first test item, continue with the directions below.

SAY Raise your hand if you have a problem during the test.

Now you may put on your headphones, select the forward arrow on the audio player, and start working.

Throughout the test, you may assist students with the control functions of the audio player: pausing/playing, advancing/replaying, and adjusting the volume and speed.



⇒ DIRECTIONS FOR THE TRANSITION TO THE CALCULATOR PORTION START ON PAGE 10 ⇒

TRANSITION TO THE CALCULATOR PORTION OF THE TEST

When the student reaches the end of the Section 2, the non-calculator portion of the test, and submits the answers to Section 2, a screen showing Section 3 and a Seal Code box will appear, as shown:



As students raise their hands, indicating they have completed the non-calculator portion, make sure that students do not *Exit* their tests at the Section 3 screen. If a student indicates he/she requires a break, the break must be supervised. Test security must be maintained at all times during the break. The student must not be allowed to discuss the test in any way, must not have access to any educational materials or electronic devices during the break, and must not disrupt other students who are continuing to test. The student's test materials must not be accessible or viewable to other students.

When the student indicates that he/she is ready to begin the calculator portion, provide one state-approved hand-held scientific calculator. <u>Important</u>: Verify that the correct calculators are distributed for the test, then read the following directions for the calculator portion quietly to each student. The Examiner will also provide the Seal Code to the student. The STC must provide the Examiner with the Seal Code for the specific session the student is assigned.

SAY Here is a scientific calculator. Make sure your calculator is working. Raise your hand if you have a problem during the test.

When you finish the last question of the test and select the *Right Arrow*, the End of Section 3 screen will appear. Please raise your hand when you have reached this screen. Do NOT select the *Submit Final Answers* button without permission from me [or the Proctor]. After I have collected your test ticket and other test materials, do not access any other program, application, cell phone, or other electronic device while in the testing room.

[If students will be staying in the classroom, SAY: you may sit quietly or read if you wish.]

[If students will be dismissed individually back to class, SAY: you will be dismissed to class.]

SAY Enter this code into the box _____. Then select the Start button. You may start working.

Read the Seal Code quietly to the student. Ensure the student enters Section 3 successfully. Monitor the students carefully. Refer to Section 5.3.1 for guidance monitoring students and answering questions. An individual break is permissible for any student who requires one during testing. Follow the procedures in Section 4.10 pertaining to a student's request for a break during testing.

5.4.1 Monitoring the Test and Answering Student Questions

■ Examiner/Proctor monitoring. During the test administration, Examiners/Proctors must monitor the testing process by moving as unobtrusively as possible about the room. Examiners/Proctors must not engage in other activities that would interfere with monitoring.

- Such activities include, but are not limited to: reading, grading papers, using electronic devices, etc. Students may not be left unattended for any length of time.
- Student access to unauthorized materials. Examiners/Proctors should ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Immediately notify the STC if a student accessed or had access to a cell phone, electronic device, or other unauthorized material that could provide an unfair advantage while any students were testing. If the student is testing at the time of the discovery of the cell phone, electronic device, or unauthorized material, the student may not be permitted to continue testing. The test must be placed in Exited status and moved to an irregularity session, and the STC must notify the DDOT immediately if test security may be compromised. The STC must submit an irregularity to the DDOT providing the details about the incident.
- Examiner/Proctor reviewing test items. Before, during, or after testing, Examiners/
 Proctors must not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, reading/reviewing student drafts, or discussing test items with anyone. (Examiners/Proctors may report a problem with a test item to their STC. Refer to Section 5.1.5 for guidelines.)
- Examiner/Proctor providing help. Help must not be given on any test items. Examples of prohibited help include, but are not limited to: pronouncing words, rewording the question, providing hints and clues, giving reminders, and/or giving verbal indications or non-verbal cues about the correctness of a student's answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or EL Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, the Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.
- Examiner/Proctor navigating a student's test. Examiners/Proctors must <u>not</u> navigate any portion of the test for the student. This includes, but is not limited to: moving within the questions; exiting or submitting the test.
- Questions about the test items. If a student asks a question during the test about a test item, the student should be told, "Read it carefully and choose the best answer." Help must not be given on any test items. Refer to the previous bullets regarding prohibited help.
- Assistance with TestNav Tools. If the student requests a description or the function of a tool, you may read the specific tool's description to the student from Table 2 in Section 4.9.2.
- Assistance with navigating. If a student needs assistance navigating the test, the Examiner/Proctor may provide directions to the student, such as:
 - "To move to the next question, select the Right Arrow."
 - "To submit your test, select the Submit Final Answers button."

For assistance with navigating the CAT in TestNav, refer to Section 5.1.3.2.

Assistance with calculators. If a student's calculator malfunctions or stops working (on part 2), replace it with another approved calculator for this test. The calculator must meet the guidelines as described in Table 5, Section 4.9.2, prior to being issued to the student.

■ Assistance with the zoom feature. If a student needs assistance zooming in or out or returning the screen to the default screen size, the Examiner/Proctor may provide directions to the student:

On a PC or Chromebook:

"To zoom in, press the CTRL and + keys at the same time."

"To zoom out, press the CTRL and – keys at the same time."

"To return to the default screen size, press the CTRL and 0 keys at the same time."

On a Mac:

"To zoom in, press the CMD and + keys at the same time."

"To zoom out, press the CMD and – keys at the same time."

"To return to the default screen size, press the CMD and 0 keys at the same time."

On a touch-screen device:

"To zoom in, touch two points on the screen, and then move your fingers away from each other."

"To zoom out, touch two points on the screen, and then move your fingers toward each other."

- Students leaving the testing room during the test. Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to any educational materials or electronic devices while out of the test room.
- Students moving to an alternate test room. If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student's own materials and resume testing.
- Reporting an error with a test item. If the student reports there is an error with a test question or answer choice, you should record the name of the student, subject area, test level, format (online or paper), question number, and a brief statement describing the student's concern. However, under no circumstances should the test question or answer choices be written down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may tell the student to, "Read the question carefully and choose the best answer." Notify the STC of the student's concern.
- Cheating. The Examiner must immediately notify the STC if a student is found cheating on the test. If the student is testing at the time of the discovery of cheating, the student must not be permitted to continue testing. The test must be placed in *Exited* status and moved to an irregularity session. The STC must notify the DDOT immediately if test security may be compromised. The STC must submit an irregularity to the DDOT providing the details about the incident. If the school division makes the determination that a student cheated, the student is not eligible for a retest during the current administration. If the test was an EOC SOL test, the student may retest during the next regularly scheduled administration. The STC/DDOT must invalidate the test and the student will receive a score of "0." The student's test record will note the student cheated on the test.

Student Inactivity. If the Examiner/Proctor observes an inactive student during testing, the Examiner/Proctor may ask the student, "Are you finished with your test?" If the student responds "No," then the Examiner/Proctor may say, "You need to continue working on your test." If the student responds, "Yes," then the Examiner/Proctor should direct the student through the Submit process.

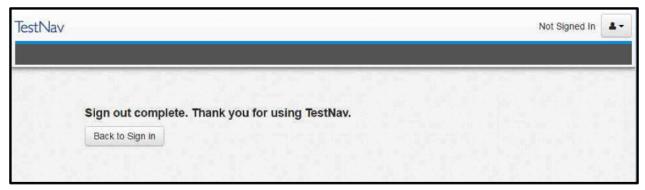
5.4.2 Examiner/Proctor Directions for Submitting the Test

When a student raises his/her hand and is ready to submit the test, the Examiner/Proctor goes to the student's workstation to give permission for the student to submit the test.

■ The student should be on the End of Section 3 screen which displays the message, "Congratulations, you have finished!" Refer to the screen shot below.



- The Examiner/Proctor should tell the student,
 - SAY Select the Submit Final Answers button to submit your answers.
 - Selecting this button submits the student's test for scoring. A screen appears with the message, "Sign out complete. Thank you for using TestNav." Refer to the screen shot below.



Students should leave this screen showing until either dismissed from the test room or their testing device is shut down. This prevents students from accessing software applications or the Internet and disrupting those still testing.

- NOTE: Students should not be allowed to go online and access the Internet or other
 applications, as it may cause an irregularity by disrupting those still taking tests. Students may
 not access cell phones or other electronic devices while any students are testing. Students may
 be dismissed from the testing room or permitted to read quietly.
- As students finish testing, collect test materials (i.e., Student Testing Ticket and all scratch paper) from each individual student. Do not have students pass materials up or down the rows of

workstations. Be sure to account for all test materials, including Student Testing Tickets and scratch paper. The Test Examiner must ensure that all sheets of scratch paper distributed to each student are collected and accounted for before students are moved to an alternate test site or dismissed from the test session. All scratch paper must be returned to the STC. After the test session is over, return all test materials to the STC as specified in Section 6. Test materials must be kept in a secure location until returned to the STC.

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